

**CURRICULUM COMMITTEE MEETING (Thursday, May 25, 2023)***Generated by Rachel Cardenas on Thursday, May 25, 2023***Members present**

Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

**Members Absent**

Richard Cerreto, Scott Jones, Christa White, Lisa Harvey, Jacqueline Stahlke(SAB)

**The meeting was called to order at 1:28 PM**

## 1. OPENING ITEMS

Procedural: 1.01 ROLL CALL

## 2. ANNOUNCEMENT COURSE/REVISION DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS

Information: 2.01 Developers may comment or explain agenda items if needed - None

## 3. PUBLIC COMMENTS ON ACTION ITEMS

Information: 3.01 PUBLIC COMMENTS RELATED TO ACTION AGENDA ITEMS - None

## 4. MINUTES

Action, Minutes: 4.01 Approval of the May 11, 2023 curriculum meeting minutes

To approve the May 11, 2023 meeting minutes

Motion by Pamela James, second by Christina Shelby.

Final Resolution: Motion Carries (as corrected)

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

## 5. DISCUSSION ITEMS

## 6. ACTION ITEM

Action: 6.01 None

## 7. ACTION ITEMS - DEGREES - None

## 8. ACTION ITEMS - CERTIFICATES

Action: 8.01 Forklift Class I, II, III Certificate of Completion - new noncredit certificate

Motion by Sandy Visser, second by Christina Shelby to approve new noncredit certificate

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 8.02 Forklift IV, V - Certificate of Completion - new noncredit certificate

Motion by Leslie Huiner, second by Patty Golder to approve new noncredit certificate

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 8.03 Pathway to Law - Certificate of Achievement - update

Motion by Pamela James, second by Christina Shelby to approve certificate update

Final Resolution: amended to table due to the need to remove deactivated courses and correction of units

Yea: no vote

Motion amended to Table to June 8 by Pamela James, second by Christina Shelby motion to table

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Discussion: The Chair will contact faculty for correction and the item will be on the June 8th agenda for approval

## 9. ACTION ITEMS - COURSES/REQUISITES

Action: 9.01 AVA 73 - Powerplant 3 - course update

Motion by Sandy Visser, second by Patty Golder to approve course update: SLO's, entrance skills, methods of evaluation, textbook.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.02 AVA 74 - Aviation Technology Capstone Course - course update

Motion by Christina Shelby, second by Pamela James to approve course update: SLOs, methods of evaluation, textbook.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.03 BADM 104 - Managerial Accounting - course update

Motion by Christina Shelby, second by Leslie Huiner to approve course update: removed field hours, and course content.  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.04 BRE 030 - Notary Public Examination Preparation - course update  
 Motion by Patty Golder, second by Pamela James to approve course update: catalog and description, units, and course standards.  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Discussion:

The Chair was informed that 1 or 2-day short courses cannot be hybrid. They can be online or face-to-face.

Action: 9.05 BRE 031 - Mobile Notary Public Career- course update  
 Motion by Patty Golder, second by Sandy Visser to approve course update: course standards, grading method.  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.06 BRE 032 - Notary Loan Signing Agent - course update  
 Motion by Pamela James, second by Christina Shelby to approve course update: catalog and schedule description, course standards, and grading method.  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.07 CJ 30 - PC 832 Firearms - course update  
 Motion by Leslie Huiner, second by Christina Shelby to approve course update: course content, assignments, and conditions of enrollment.  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.08 COSM 0101 - Cosmetology Fundamentals - COSM 100 requisite revision  
 Motion to Approve by Christina Shelby, second by Patty Golder (this was tabled until June 8th)

Motion to Table  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Rescind by Christina Shelby, second by Pamela James  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve was moved into bundle #1 for approval

Motion by Leslie Huiner, second by Christina Shelby to Bundle 9.08, 9.09, 9.10, 9.11, 9.12, 9.13, 9.14, 9.15, 9.16, 9.17  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve Bundling #1 by Patty Golder, second Sandy Visser  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve Bundle #1 by Christina Shelby, second by Patty Golder  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.09 COSM 0102 - Cosmetology Nail and Esthetics Technology - COSM 101 requisite revision Bundle #1  
 Motion by Christina Shelby, second by Patty Golder to approve COSM 101 requisite revision  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.10 COSM 0103 - Cosmetology Hair Science - COSM 102 requisite revision Bundle #1  
 Motion by Christina Shelby, second by Patty Golder to approve COSM 102 requisite revision  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.11 COSM 0104 - The Business of Cosmetology & Skills Review - COSM 103 requisite revision Bundle #1  
 Motion by Christina Shelby, second by Patty Golder to approve COSM 103 requisite revision  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.12 COSM 0105 - Cosmetology State Board Test Preparation - COSM 104 requisite revision Bundle #1  
 Motion by Christina Shelby, second by Patty Golder to approve COSM 104 requisite revision  
 Final Resolution: Motion Carries  
 Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.13 COSM 0111 - Barbering Fundamentals - COSM 100 requisite revision Bundle #1  
 Motion by Christina Shelby, second by Patty Golder to approve COSM 100 requisite revision

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.14 COSM 0112 - Barbering Techniques and Hair Design Concepts - COSM 0111 requisite revision Bundle #1

Motion by Christina Shelby, second by Patty Golder to approve COSM 0111 requisite revision

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.15 COSM 0113 - Barbering Chemical Concepts - COSM 0112 requisite revision Bundle #1

Motion by Christina Shelby, second by Patty Golder to approve COSM 0112 requisite revision

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.16 COSM 0114 - The Business of Barbering and Skills Review - COSM 0113 requisite revision Bundle #1

Motion by Christina Shelby, second by Patty Golder to approve COSM 0113 requisite revision

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.17 COSM 0115 - Barbering State Board Test Preparation - COSM 0114 requisite revision Bundle #1

Motion by Christina Shelby, second by Patty Golder to approve COSM 0114 requisite revision

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve was moved into bundle #2 for approval

Motion by Leslie Huiner, second by Christina Shelby to Bundle 9.18, 9.19, 9.20

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion by Pamela James, second by Sandy Visser to Approve Bundling #2

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve Bundle #2 by Christina Shelby, second by Patty Golder

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.18 ELCT 61 - Basic Maintenance of Personal Computers - course update Bundle #2

Motion by Leslie Huiner, second by Christina Shelby to approve course update: catalog and scheduling description, course standards, SLO's, textbook, assignments, and methods of instruction.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.19 ELCT 78C - LAN Switching and Wireless - course update Bundle #2

Motion by Leslie Huiner, second by Christina Shelby to approve course update: catalog and scheduling description, course standards, course content, SLO's, textbook, assignments, and methods of instruction.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.20 ELCT 78D - Accessing the WAN - course update Bundle #2

Motion by Leslie Huiner, second by Christina Shelby to approve course update: catalog and scheduling description, course standards, SLO's, textbook, assignments, and methods of instruction.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.21 JOUR 108LD - Journalism 108 Lab D - course update

to approve course update: course standards, SLOs, textbook,

Motion by Patty Golder, second by Christina Shelby.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.22 JOUR 108LD - Journalism 108 Lab D - JOUR 108LC requisite validation

Motion by Patty Golder, second by Christina Shelby to approve JOUR 108LC requisite validation

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.23 JOUR 108LD - Journalism 108 Lab D - JOUR 108 requisite validation

Motion by Pamela James, second by Christina Shelby to approve JOUR 108 requisite validation

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve was moved into bundle #3 for approval

Motion by Leslie Huiner, second by Pamela James to Bundle 9.24, 9.25, 9.26, 9.26, 9.28, 9.29, 9.30.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion by Christina Shelby, second by Sandy Visser-Jones to approve Bundling #3

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Motion to Approve Bundle #3 by Christina Shelby, second by Patty Golder

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.24 RMGT 2 - Fundamentals of a Prep/Line Cook- course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: course purpose, units, objectives, SLOs, methods of evaluation, and textbook.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.25 RMGT 7 - Bakery/Pastry Training - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: SLOs, methods of evaluation, textbook, methods of instruction.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.26 RMGT 8 - Catering Training - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: objectives, SLOs, methods of evaluation, textbook, and methods of instruction.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.27 RMGT 80 - Off-Premise Catering - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: SLOs, textbook.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.28 RMGT 81 - Culinary Fundamentals I - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: catalog and scheduling description, objectives, SLOs, methods of evaluation, textbook, and assignments.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.29 RMGT 82 - Customer Service - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: SLOs, textbook.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action: 9.30 RMGT 87 - Culinary Fundamentals II - course update Bundle #3

Motion by Christina Shelby, second by Sandy Visser to approve course update: catalog and scheduling description, objectives, SLOs, methods of evaluation, textbook, assignments, methods of instruction, unit change, adding lab.

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

## 10. CONSENT AGENDA

Information: 10.01 Public Comment Announcement to Consent Agenda Items

Motion by Leslie Huiner, second by Pamela James to approve consent agenda

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.02 BADM 100 - Introduction to Business Organizations - correspondence education addendum

Resolution: to approve correspondence education addendum

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.03 GUID 101 - First Year Experience - correspondence education addendum

Resolution: to approve correspondence education addendum

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.04 JOUR 108LD - Journalism 108 Lab D - correspondence education addendum

Resolution: to approve correspondence education addendum

Final Resolution: Motion Carries

Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.05 RMGT 2 - Fundamentals of a Prep/Line Cook - distance education

Resolution: to approve distance education  
Final Resolution: Motion Carries  
Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.06 RMGT 7 - Bakery/Pastry Training - distance education  
Resolution: to approve distance education  
Final Resolution: Motion Carries  
Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

Action (Consent): 10.07 RMGT 8 - Catering Training - distance education  
Resolution: to approve distance education  
Final Resolution: Motion Carries  
Yea: Leslie Huiner, Patty Golder, Sandy Visser, Pamela James, Christina Shelby

#### 11. CURRICULUM COMMITTEE TRAINING

Information: 11.01 META Issues  
The Chair submitted a work order to META to prevent skipping.

Information: 11.02 Plenary Session SP23 Plenary Resolutions

The chair reviewed the following resolutions with the committee and the committee discussed the effects on VVC students, faculty and the institution:

[6.02 S23 Support for AB 811 \(Fong, as of April 12, 2023\)](#)

[9.01 S23 Assigning Ethnic Studies Courses Only to Ethnic Studies Disciplines](#)

[10.01 S23 Disciplines List–Ethnic Studies](#)

#### 12. New Category

**Meeting Adjourned 3:21**